



JOHN ENGLER, Governor

DEPARTMENT OF MANAGEMENT & BUDGET

P.O. BOX 30026, LANSING, MICHIGAN 48909

MARK A. MURRAY, Director

October 30, 1997

**OFFICE OF ADMINISTRATIVE SERVICES
ADVISORY MEMORANDUM NO. 98-4**

TO: All Offices

SUBJECT: Employment Selection - Immediate Family Member Referrals and Influence

It has long been the policy of the Department of Management and Budget to ensure a fair and open competitive selection process in the employment of department personnel. In ensuring compliance with this policy, the potential for the appearance of a conflict of interest is present when the preferred candidate is an immediate family member of another employee within the same office. To minimize this, the following employment selection guidelines are effective immediately:

- All referrals of prospective candidates for a position will come from the Office of Administrative Services, Human Resources Division, unless otherwise approved by the Human Resources Division.
- No one involved in the recruitment and selection process shall be an immediate family member of a prospective candidate.
- Should the preferred candidate be an immediate family member of another employee within the same office, notice to that effect shall be provided in the preferred candidate notice along with a certification by the Office Director that to her/his best knowledge a fair and open competitive selection process as adhered to in selecting the preferred candidate and the selection of the preferred candidate shall be subject to the final approval of the Office of Administrative Services, Human Resources Division. Specific restrictions apply to contractual

employees, student co-ops and student assistants. Contractual employees, student co-ops or student assistants may not be hired in an office which also employs an immediate family member. The only exception granted to this restriction are circumstances where the immediate family member is another contractual employee, student co-op or student assistant and no other family relationship exists within the department.

For purposes of this advisory memorandum, the following definitions shall apply:

- Immediate family member means an employee's spouse, children, parents or foster parents, parents-in-law, brothers or brothers-in-law, sisters or sisters-in-law, nephews, nieces, first cousins and/or persons whose financial or physical care is the principal responsibility of the employee.
- Office means an entity within the department that has a direct reporting relationship to a Deputy Department Director or the Department Director except that within the Office of Support Services the Motor Transport Division, Office Services Division and Property Management Division shall be treated as separate offices; and the separate budget offices, demographics and the Michigan Information center shall be treated as one office.

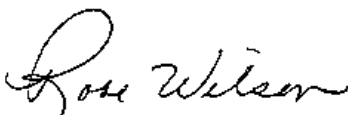
Distribution of Memorandum

This memorandum replaces Office of Administrative Services, Advisory Memorandum No. 96-1.

For your convenience, two copies of this memorandum have been provided. Please retain one copy in a central file for future reference. The other copy should be forwarded to those individuals within your agency responsible for daily administration of the subject activity.

Questions regarding this letter may be directed to Larry Murray or Ann Kroneman at 37-31000.

Your cooperation and adherence to this procedure is appreciated.


Rose Wilson, Director
Office of Administrative Services